

Workshop January 19, 2016

The workshop meeting of the City Commission of the City of Lakesite was held on January 19, 2016 at 5:00 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Meeting was CALLED TO ORDER by Mayor Ken Wilkerson at 5:00 p.m. City Commission members present were Vice Mayor John McPherson, Commissioners Valerie Boddy, David Howell, William Neighbors and Mayor Kenneth Wilkerson. Also present were City Manager Dr. David Edwards, City Recorder Jodi LaCroix, Utilities and Maintenance Official David Tate, and City Attorney Sam Elliott.

Also Present: Curtis Jones.

Mayor Wilkerson started the workshop by complimenting everyone on the Christmas lights display. He stated he received a lot of positive feedback and would like to see it expanded next year. He then reviewed the regular meeting agenda.

Under Old Business, Ordinance 236, amending Title 10, Chapter 2 relating to Dogs and Cats. After discussion with Mrs. LaCroix and others they thought this item should be tabled.

Ordinance 240, amending Title 18, Chapter 4 with regards to Storm Water. The County Attorney has asked that this be deferred until revisions are done.

Attorney Elliott stated there is a difference between tabling and deferring. To table means to leave off the table until it is called back while defer means to put it aside until another time, in this case until we hear from the County.

New Business there is an item for award of contract for networking and phone service. Dr. Edwards explained this is a proposal for services. We took bids back in April of 2015 and talked with all vendors. The first vendor was not what we were looking for. The second vendor was not responsive for months. He eventually called back. This indicated to Dr. Edwards he was not dependable. The 3rd vendor did not come forward. So out of desperation Dr. Edwards called this company to see if they would come out and give us a proposal. The networking and security is over \$10,000.

Attorney Elliott said you have to rebid for legal reasons.

Dr. Edwards stated we do not have a safe security system for our computers. All of our information is easily hackable at this point. We need to get help with this as soon as possible. We have been very lucky so far with the lack of security.

Attorney Elliott researched State Law as the meeting continued.

David Edwards, City Manager

Dr. Edwards gave a budget update through December 31, 2015. We are 6 months into the Fiscal Year and are behind in Sales Tax. This issue has now been addressed with the State and has already been corrected in January. We are ahead on the Property Taxes. We will need to do a budget revision on the Pedestrian Enhance Grant consulting Fee, \$2000.00 but other than that we are on track.

The network phone system can go under the Communications Line or Building Maintenance and the Outside Wireless could come under Parks.

Dr. Edwards reported that the city finally owns the Poe property.

He reported that we are starting work on next year's budget. We are looking at the piece where Marty Beach parks his equipment. Mrs. LaCroix has placed a call to Heather Blair so that she could talk to her mother about it. We are also looking at putting a roof over the storage area at the maintenance garage.

Dr. Edwards said that the sales tax distribution issue has died. He said that Lakesite is 3rd on the list per capita so this shows how important sales tax is to us.

Attorney Elliott reviewed the law concerning emergency purchases. He cited TCA 6-56-304(3):

Purchases or leases of any supplies, materials or equipment for immediate delivery in actual emergencies arising from unforeseen causes, including delays by contractors, delays in transportation, and unanticipated volume of work.

He advised the Commission that when they vote on this issue upstairs if they approve this they should put the circumstances on the record. If you are in fear of the integrity of the system, then it is permissible, especially in this day and age.

Jodi LaCroix, City Recorder

Mrs. LaCroix stated there are no dog complaints or code issues to speak of. She is working on the March newsletter. She is also working on an Access program that she received from a sister clerk in Rhode Island for building permit tracking which she believes we can tailor to our own particular needs. She is also working with Mr. Tate and Mr. Maxwell on any administrative support that they need.

David Tate, Dir. Utilities and Maintenance

As Mr. Tate was out of the building at the moment, Mrs. LaCroix stated that we are all set for the upcoming winter event that is being called for. Mr. Tate has the brine solution all ready and will be spreading that out later on this evening. He has everything and everyone in place.

Ken Wilkerson, Public Safety

Mayor Wilkerson stated that the event will be sleet to ice to snow then back to sleet then to rain. Friday night another system will be coming through.

Mr. Neighbors expressed concern about Chimney Hill Parking issues like we had last year. Mayor Wilkerson said that our roads had not been pretreated then.

John McPherson, Public Utilities

Regarding the Pedestrian Enhance Grant, JanPass is out and Ragan Smith will handle it entirely. This is not a big issue but may cost us an addition \$1000 or so. This may not even happen but he wanted to make the Commission aware.

Valerie Boddy, Budget, Finance and Economic Development –
nothing to report

David Howell, Parks and Recreation –
nothing to report

Bill Neighbors, Public Works –
nothing to report

As there was no other business, the meeting adjourned at 5:50 p.m.

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| ATTEST: | _____ | Minutes Approved by the City |
| | Jodi P. LaCroix, CMC | Commission on February 16, 2016 |
| | City Recorder | |
| | | _____ |
| | | Mayor Kenneth Wilkerson |

Regular Meeting January 19, 2015

The **regular meeting** of the City Commission of the City of Lakesite was held on **January 19, 2015** at 7:00 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Meeting was CALLED TO ORDER by Mayor Kenneth Wilkerson at 7:00 p.m. Commissioner Howell gave the Invocation followed by the Pledge of Allegiance. City Commission members present were Mayor Kenneth Wilkerson, Vice Mayor John McPherson, Commissioners Valerie Boddy, David Howell and William Neighbors. Also present were City Manager Dr. David Edwards, City Attorney Sam Elliott, City Recorder Jodi P. LaCroix, Utilities and Maintenance Official David Tate. Also present were: Jack Brellenthin, Dallas Bay Volunteer Fire Department, Curtis Jones, Carolyn Horne, Laura Horne, Ron Duncan, Deputy Marty Ray, Joan Kirby, Ronnie Vaughn, Charles Todd.

Approval of Minutes

Motion made by Mr. McPherson, seconded by Mr. Howell and approved unanimously the Minutes of [November 17, 2015](#).

Communications

City Manager’s Report: none

[Sheriff’s Report:](#) Matt Lea from the Sheriff’s Department was not able to be at the meeting tonight. Mayor Wilkerson gave a summary of the report.

Dallas Bay Volunteer Fire Department Report: Deputy Chief Brellenthin gave the fire department report for [November](#) and [December](#). He noted that there were 435 calls at the end of the year, the most calls ever received for Lakesite.

Citizens wishing to be heard:
None

Committee Reports

Public Safety: Mayor Wilkerson stated that we are going to have some winter weather tomorrow, ice, snow, freezing rain. Friday night another system will be coming through. Our snow procedures are in place. We are brining the roads ahead of time.

Budget and Finance: Mrs. Boddy reported that the City is in good shape at this time.

Public Works: Mr. Neighbors stated that the weather affects our road projects so nothing is in the works at this time.

Parks and Recreation: Mr. Howell stated that no other project has gotten more positive feedback than the Christmas lighting. He thanked the Commission for approving this and the staff for making it happen. He would like to see it enhanced in the future.

Mayor Wilkerson echoed Mr. Howell’s statement. It was not just the citizens that were happy with this but people that were passing through. He too would like to see this project expanded.

Old Business:

Motion made by Mrs. Boddy, seconded by Mr. Neighbors and approved unanimously to **table Ordinance 236 an Ordinance to Amend Title 10, Chapter 2 relating to Dogs and Cats**. Attorney Elliott stated in order for this to come back, it will have to be removed from the table by vote.

Motion made by Mr. McPherson, seconded by Mrs. Boddy and approved unanimously to **defer Ordinance 240, amending Title 18, Chapter 4, Storm Water** until the revisions are received from the County.

New Business:

Adoption of Title VI Civil Rights Act of 1964-Policy and Complaint Procedures. This adoption of a policy and complaint procedure is a requirement of the Pedestrian Enhancement Grant. **Motion made by Mrs. Boddy, seconded by Mr. Howell and approved unanimously to adopt Title VI Civil Rights Act of 1964-Policy and Complaint Procedures.**

Introduction and 1st Reading of Ordinance 241, amending the Lakesite Zoning Ordinance Chapter V, Floodplain Regulations, 503.02 to adopt the new Flood Insurance Rate Map and Flood Insurance Study. The 2nd Reading and Public Hearing shall be heard February 16, 2016.

Dr. Edwards stated FEMA has redone the maps. It doesn't really affect Lakesite but this just makes it so that Lakesite residents can buy flood insurance. If we don't do this, they can't purchase insurance if they want to. Mr. Howell said it makes the insurance available but is not mandatory? Mayor Wilkerson said yes. **Motion made by Mr. McPherson, seconded by Mrs. Boddy to adopt Ordinance 241, amending the Lakesite Zoning Ordinance Chapter V, Floodplain Regulations, 503.02 to adopt the new Flood Insurance Rate Map and Flood Insurance Study.**

ROLL CALL VOTE: Commissioner Boddy-yes; Commissioner Howell-yes; Vice-Mayor McPherson-yes; Commissioner Neighbors-yes; Mayor Wilkerson-yes. **Motion Carries.**

Award of bid for a new roof for City Hall and Maintenance Garage. Dr. Edwards stated he had not the chance to speak with Mr. Tate on this before the meeting and would like to clarify the results before making a recommendation. He asked that this be **passed to the February meeting.**

Award of contract for **networking and phone service** at City Hall: Networks Inc. Networking in the amount of \$11,120. Phone Service in the amount of \$7,921. Outside Wireless in the amount of \$1,990.
Dr. Edwards stated that we had this in the budget last fiscal year. We went out to bid in April and had 3 bidders. For various reasons this didn't happen: not what we were looking for, not available, non-responsive. In desperation and recognizing we had security issues he called Networks Inc. for a proposal. They gave us a price for a server system in house with a firewall. The pricing is actually cheaper than the bids received. They can also have the work done and in place by next month.

Mayor Wilkerson said it is imperative we have security system in place for our computer system.

Attorney Elliott stated that State Law requires a bid but in an emergency, such as security issues it is permissible.

Dr. Edwards also stated that the new phone system they propose will tie in with this and it is under the \$10,000 threshold that we would have to go out to bid for.

Attorney Elliott said the law does allow for this under TCA 6-56-304(3) if the Commission decides to act on this, they can.

Mayor Wilkerson said if we deal with the network aspect as a motion, the rest falls under the City Managers parameters. This is strictly the network security.

Mr. Howell said he is very concerned about our security. If we were ever hacked, it would cause numerous problems.

Motion made by Mr. Howell, seconded by Mrs. Boddy and approved unanimously that because an emergency exists in our computer security system, authorization is given to the City Manager to enter into a contractual agreement with Networks Inc. in the amount of \$11,120. 00 for the computer system network security system. Dr. Edwards will handle the other under his City Manager parameters.

Adjournment from Meeting

As there was no other business the regular meeting adjourned at 7:37 p.m.

The next meeting will be held on February 16, 2016

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| ATTEST: | _____ | Minutes Approved by the City |
| | Jodi P. LaCroix, CMC | Commission on February 16, 2016 |
| | City Recorder | |
| | | _____ |
| | | Mayor Kenneth Wilkerson |

Beer Licensing Board January 19, 2016

A meeting of the Lakesite City Commission sitting as the **Beer Licensing Board** of the City of Lakesite was held on **January 19, 2016** at 7:38 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite. Members present were: Chairman Kenneth Wilkerson, Vice-Chairman John McPherson, Board Members: Valerie Boddy, David Howell and William Neighbors.

Also Present: Deputy Marty Ray, Ronnie Vaughn and Charles Todd from American Tobacco Outlet, Joan Kirby, Carolyn Horne, Laura Horne and Ron Duncan.

Chairman Wilkerson stated that this meeting is held in order to hold a public hearing in regard to the American Tobacco Outlet, 8513C Hixson Pike to determine if the conditions of the license have been breached by the holder of the license of the conditions on which it was issued.

This public hearing was advertised in the Chattanooga Times Free Press on November 9, 2015, posted at City Hall on November 3, 2015 and mailed via certified mail

to the American Tobacco Outlet and to Ronnie Vaughn on November 3, 2015. The original meeting to be held on November 17, 2015 was postponed until this meeting so that all required parties could attend. This meeting was re-advertised in the Chattanooga Times Free Press on January 8, 2016 and a letter of confirmation was given to Mr. Vaughn on January 4, 2016 when he came to City Hall on other business.

Approval of Minutes

Motion made by Mr. Howell, seconded by Mr. Neighbors and approved unanimously to approve the minutes of August 18, 2015.

Public Hearing

Deputy Ray stated that on September 17, 2015 at 1855 hours, an alcohol compliance check was done at the American Tobacco Outlet at 8513C Hixson Pike. The store clerk, Charles Todd, sold a 24-ounce Straw-Ber-Rita alcohol beverage to a male under the age of 21. Mr. Todd did ask for an ID and still sold the alcohol to the minor. A citation was issued to Mr. Todd for alcohol sales to a person under TCA 57-4-203 and a court date was set. Mr. Howell clarified that the clerk asked for an ID. Deputy Ray stated that the minor gave his valid TN ID to the clerk.

Chairman Wilkerson asked if the clerk went to court on this charge. Deputy Ray said yes, he went to Sessions Court.

Chairman Wilkerson asked what the outcome was. Deputy Ray stated 6 months’ probation.

Mr. McPherson asked why Sessions Court.

Attorney Elliot stated that there are 2 issues at hand. The City issues the beer license, which has the parameter of no selling to a minor. That is civil. The criminal side of the issues is selling to a minor and that goes to Sessions Court.

Mr. Todd came forward. He stated he takes full responsibility for this. He has been a part time employee for a long time. It gets very busy at the store and he obviously missed the date, he was not paying attention. He has never had a problem or been in trouble before. This was not intentional and feels Mr. Vaughn should not be held responsible.

Attorney Elliott asked Mr. Vaughn if he was a responsible vendor under the Responsible Vendor Law and was told no.

Chairman Wilkerson told Mr. Todd that he works for the license holder, the business at hand tonight is with the business owner.

Mr. Howell asked Mr. Vaughn if he trains his employees and was told no.

Mr. Howell asked Mr. Vaughn what plan of action have you put in place going forward to make sure this does not happen again. Mr. Vaughn said he hadn’t really done anything. They just kind of use if they don’t look 30, they don’t get carded.

Mr. Howell said you have told us there is no training program for your employees and nothing in place going forward. It is your responsibility train the employees.

Attorney Elliott told the Board that they can suspend the license up to 10 days or impose a civil penalty up to \$2,500 but not both. He noted that this is the first offense for this business. The Board has the discretion to impose a penalty and if they do not pay within 7 days, then they can suspend the license.

Deputy Ray stated that they issue information on the offering of training for the owner and employees when these things happen.

Mr. Neighbors stated he was in total agreement with Mr. Howell but at least the clerk did ask for an ID.

Mr. Howell stated that when he slips up, he makes a plan to correct the action so that it does not happen again.

Mr. Todd asked for a grace period so he can come up with a plan of action in training the employees.

Chairman Wilkerson stated it is not his place to do this. With Mr. Vaughn as the owner and license holder he would expect this from Mr. Vaughn and not from a part time employee.

Motion made by Mr. McPherson, seconded by Mr. Neighbors to suspend the Beer License of the American Tobacco Outlet for 3 days.

VOTE: Mrs. Boddy-yes; Mr. Howell-No; Mr. McPherson-yes; Mr. Neighbors-yes; Chairman Wilkerson-yes. **Motion Carries.**

Mr. McPherson asked Mr. Howell if he could ask why he voted no. Mr. Howell said he would have been harsher.

Mr. Vaughn was asked if he preferred sooner or later for the suspension and he replied sooner.

Motion made by Chairman Wilkerson, seconded by Mr. McPherson and approved unanimously on Thursday, January 21, Friday, January 22 and Saturday, January 23. That would be midnight Wednesday to midnight Saturday.

Mr. Vaughn said he would prefer Monday, Tuesday and Wednesday. The Board did not re-vote on the days.

Adjournment from Meeting

As there was no other business the regular meeting adjourned at 8:04 p.m.

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

Minutes Approved by the City
Commission on February 16, 2016

Mayor Kenneth Wilkerson

Memo

To: The Honorable City Commission
Dr. David Edwards, City Manager

From: Jodi P. LaCroix, CMC City Recorder

Date: January 14, 2016

Re: Monthly Information

1. Hamilton County Attorney's Office requested that Ordinance 240, amending Title 18, Chapter 4, Storm Water that was due for a 2nd Reading and Public Hearing this month be removed from the January agenda. Attorney Elliott suggests we defer until we get the revisions from the County.
2. After comments from the public last month and discussion with Dr. Edwards and Mayor Wilkerson, I respectfully ask that Ordinance 236, amending Title 10, Chapter 2, relating to Dogs and Cats for Commission consideration. Attorney Elliott suggests that we table the matter so that if the issue is brought up again the public record will show what has occurred.
3. No numerous dog complaints to speak of.
4. No numerous code enforcement complaints to speak of.
5. I am working on a program that I received from a sister clerk in RI for Building Permit tracking. Hopefully we can tailor this to suit our own particular needs.
6. I am working on the March newsletter.
7. I am working with Dave and Dan on any administrative support that they need.

The workshop meeting of the City Commission of the City of Lakesite was held on November 17, 2015 at 5:00 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Meeting was CALLED TO ORDER by Mayor Ken Wilkerson at 5:00 p.m. City Commission members present were Vice Mayor John McPherson, Commissioners Valerie Boddy, David Howell, William Neighbors and Mayor Kenneth Wilkerson. Also present were City Manager Dr. David Edwards, City Recorder Jodi LaCroix, Utilities and Maintenance Official David Tate, Building Official Dan Maxwell and City Attorney Sam Elliott.

Also present was Crystal Piper, WWTa

Mayor Wilkerson reviewed the regular meeting agenda. Ordinance 236 dealing with dogs and cats is a clarification of the verbiage, establishing the licensing procedure during the month of April and a means to enforce this. Ordinance 239 relating to streets and sidewalks deals with city ROW and clarifies who is responsible. New Ordinance 240, dealing with storm water. Explanation was deferred to Ms. Piper. She stated this is changing the current ordinance to meet the new requirements of the state and federal guidelines.

Vice Mayor McPherson stated that the Interlocal Agreement is slightly different by adding the Town of Walden only.

On the request for the increased cost share of the Pedestrian Enhancement Grant, Mayor Wilkerson stated it is larger than before. He asked Dr. Edwards if we had the funds for this. Dr. Edwards stated we do have the resources.

David Edwards, City Manager

Dr. Edwards gave a budget update through October 31, 2015. He stated that the average of \$30,000 per month in sales tax has gone down to \$17,000. Mrs. LaCroix stated she has gotten a new situs report and has found several businesses that have been listed in another municipality. The state has acknowledged almost \$25,000 that will be coming to us from the County.

Jodi LaCroix, City Recorder

Mrs. LaCroix reminded everyone that she would be out of the office on November 19, 20 and 23, 2015. She stated that she and Mr. Tate have updated the snow event policy for this upcoming winter season. She will put the policy and map of how it is implemented on the website.

David Tate, Dir. Utilities and Maintenance

Mr. Tate stated he has talked to Ace Hardware regarding pricing on snow removal products. We do have some on hand to start off with but will be ordering more. He has talked to Tri County about a blade for the tractor. An 8' would be approximately \$1,000 and a hydraulic one would be \$5,000.

Mr. Tate said he is meeting with Marty Beach on Wednesday regarding hazardous trees. Mr. Beach has suggested putting more clay on the bottom of Little Chicky, a good quality clay. Dr. Edwards asked if we could just fill the upper pond in. Mr. Tate stated that the State had told us no because it was now considered a wetland. Dr. Edwards said they have not seen it lately, they told us that in the beginning.

Minutes to be approved at the January 19, 2016 meeting

Mrs. Boddy said the issue would be the drainage. She is not happy as it is now and would be happy if it held water.

Mayor Wilkerson suggested trying the clay to see if this works. If not we will revisit this.

Mr. Tate reported that the new tractor is in. The landscapers are supposed to start this week. He will be getting pricing for the accent lights and for in back.

Dan Maxwell, Building and Codes

Mr. Maxwell reported that the grant we were awarded was originally \$500,000 with matching funds of \$100,000. The actual grant we are receiving is \$709,578. Federal funding that we are receiving is \$567,662 which leaves us to come up with the matching funds of about \$142,000 or \$42,000 more than voted upon.

Our engineering firm said that we could possibly be liable for other costs amounting to \$60,000 for surveying and any NEPA work. He is asking for an additional \$100,000 be approved so that Lakesite's match would be \$200,000.

Mayor Wilkerson said these are things we are going to have to do anyway, ADA issues.

Mr. Maxwell also stated he went to several meeting and there are TIP grants available – Transportation Improvement Program grants for streets, sidewalks etc. and they have an easier process. He is planning on asking Commissioner Boddy to work with him on this.

Ken Wilkerson, Public Safety

Mayor Wilkerson reported that an arrest has been made in the Dallas Bay Vape Shop robbery.

John McPherson, Public Utilities

Vice Mayor McPherson stated that the water quality ordinance and interlocal agreement must be approved as it with no changes so that all member communities are approving the same thing. A new permit will be implemented April 1. The ordinance must comply with the permit. The agreement is so that Walden can join into the membership.

Ms. Piper stated that there have been two contentious areas in the ordinance. One is regarding the drainage and the other riparian zone next to a stream. This is required by the state. She also stated that Hamilton County will continue to implement this program.

Mr. Neighbors would like to see what exactly the changes are from the old ordinance. Ms. Piper stated that the consultant came in and totally reformatted Chapter 4 from the MTAS version of the ordinance and would be difficult to put together.

Mr. Maxwell clarified that this is for property that is an acre or more and was told yes. He asked if the County did the inspections and Ms. Piper said yes.

Mr. Elliott is going to check on the implementation date. If this is to take effect April 1 and the ordinance currently states it will take effect 15 days from the approval, he needs to find which is correct.

Ms. Piper stated there is going to be a change to this current for before your second reading and public hearing. It will add a variance process after Section 12. Appeals. She will have that to us before that meeting.

Valerie Boddy, Budget, Finance and Economic Development

Mrs. Boddy reported that the North Hamilton County Chamber of Commerce, at their regular meeting on Thursday is going to have the Lakesite Food City the business of the month.

David Howell, Parks and Recreation

Mr. Howell stated that the Commission is scheduled for a Beer Board show cause hearing tonight. He asked Mr. Elliott what the options were for this.

Mr. Elliott stated you can suspend the license for a specific number of days or give them a civil penalty of \$1,500, which he believes comes to the City. Mr. Elliott read from TCA 57-5-108(2):

- A. A city, Class A county, or Class B county, or any committee, board, or commission created by these governmental bodies, shall not, pursuant to § 57-5-608, revoke or suspend the permit of a responsible vendor for a clerk's illegal sale of beer to a minor, if the permit or license holder and the clerk making the sale have complied with the requirements of § 57-5-606 as a responsible vendor under this part, but may impose on the responsible vendor a civil penalty not to exceed one thousand dollars (\$1,000) for each offense of making or permitting to be made any sales to minors or for any other offense.
- B. The prohibition of subdivision (a)(2)(A) concerning the revocation or suspension of the vendor's permit shall not apply to any vendor who is not a responsible vendor under this part, or to a participating vendor, if the vendor or clerk making a sale to a minor fails to comply with the requirements of § 57-5-606. With respect to such permit or license holder, the committee, board, or commission may, at the time it imposes a revocation or suspension, offer the permit or license holder the alternative of paying a civil penalty not to exceed two thousand five hundred dollars (\$2,500) for each offense of making or permitting to be made any sales to minors, or a civil penalty not to exceed one thousand dollars (\$1,000) for any other offense.

Mayor Wilkerson said the civil penalty in lieu of revocation or suspension of the license.

Mr. Elliott stated someone could make a motion to suspend for 3 days or pay x amount in lieu of.

Bill Neighbors, Public Works

Mr. Neighbors said he has talked to the man working for Marty Beach and he is doing a good job with the cutting back of bushes. Bus drivers appreciate that and being able to pull out onto Hixson Pike. Mrs. LaCroix stated that Joe Patterson from Subway/Sweet Peas called the office and expressed the same.

December Meeting

Mayor Wilkerson asked about a December meeting. Past practice has been that there be no December meeting unless necessary due to the holidays. If the Commission still wishes to do that, a motion would be needed upstairs.

As there was no other business, the meeting adjourned at 6:05 p.m.

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

Minutes Approved by the City
Commission on January 19, 2016

Mayor Kenneth Wilkerson

City Hall

Regular Meeting

November 17, 2015

The **regular meeting** of the City Commission of the City of Lakesite was held on **October 20, 2015** at 7:00 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Meeting was CALLED TO ORDER by Mayor Kenneth Wilkerson at 7:00 p.m. Commissioner Howell gave the Invocation followed by the Pledge of Allegiance. City Commission members present were Mayor Kenneth Wilkerson, Vice Mayor John McPherson, Commissioners Valerie Boddy, David Howell and William Neighbors. Also present were City Manager Dr. David Edwards, City Attorney Sam Elliott, City Recorder Jodi P. LaCroix, Utilities and Maintenance Official David Tate and Building Official Dan Maxwell.

Also present were: Jack Brellenthin, Dallas Bay Volunteer Fire Department, Matt Lea, Sheriff's Department, Joan Kirby, Ron Duncan and Phil Burkett.

Approval of Minutes

Motion made by Mr. Howell, seconded by Mr. McPherson and approved unanimously the Minutes of October 20, 2015.

Communications

City Manager's Report: None

Sheriff's Report: Matt Lea from the Sheriff's Department gave the monthly report for October. He stated that calls were up from last month. August had 207, September 200 and October 226. Mayor Wilkerson complimented the Sheriff's Department on the speed in which an arrest was made in the robbery at the Dallas Bay Vape Shop.

Dallas Bay Volunteer Fire Department Report: Deputy Chief Brellenthin gave the fire department report for October.

Citizens wishing to be heard: None

Committee Reports

Public Safety: Mayor Wilkerson stated that with winter weather approaching, he is asking people to be careful. Postings will be forthcoming on our website of the snow policy including the map.

Budget and Finance: Mrs. Boddy reported that currently revenue and expenses are under budget due to the fiscal year cycle. Things will smooth over during the course of the fiscal year. We are looking at a sales tax issue. We are in good shape at this time.

Public Works: Mr. Neighbors said we are moving along with cutting on the ROW and bushes that hang over the ditches. He has had comments from the public such as coming out onto Hixson. The bus drivers are happy about this.

Parks and Recreation: Mr. Howell told the audience that we had another successful Trunk or Treat and thanked Mr. Maxwell for his hard work. The city worked with Covenant Church. We had several hundred children participate. There were games, hot dogs, cotton candy and many decorated trunks.

Old Business:

a. 2nd reading and Public Hearing of Ordinance 236 an Ordinance to Amend Title 10, Chapter 2 relating to Dogs and Cats. Mayor Wilkerson declared the Public Hearing Open. This ordinance is to clarify the language in the current ordinance and to give enforcement powers to the Code Office and the Animal Control Officer. Mrs. LaCroix said this also will help pet owners if they lose a pet, the pet can be traced back easily to them if it is licensed.

Mr. Howell said licensing cats seems unreasonable.

Joan Kirby asked for language clarification. Dogs have to have a rabies shot and certificate and wear a tag and have to be licensed with the city. Cats have to have a rabies shot and certificate but do not have to wear a tag for the rabies. She was told yes.

Vice Mayor McPherson asked if we could vote on whether to license cats or not?

Mr. Maxwell commented that there are feral cats in the area that some people are feeding.

Phil Burkett feels a yearly registration is a burden on people and should last for the life of the animal.

Mr. Elliott suggested this may be postponed until January. Perhaps HES can come in and offer some additional information.

Vice Mayor McPherson said tags won't last long.

Mr. Burkett doesn't agree with this.

Ron Duncan said rabies is done yearly.

Mr. Burkett said this can be administratively burdensome.

Mrs. LaCroix stated that in her previous life as the Town Clerk in Rhode Island, it was state law that all dogs be licensed in the city or town where they resided. Part of the duties of her office was to register these dogs on a yearly basis. The only requirement was the production of a rabies certificate. Yearly reminders were also sent out. It was a normal action.

There were no other comments.

Motion made by Mrs. Boddy, seconded by Mr. Howell and approved unanimously to **postpone Ordinance 236**, amending Title 10, Chapter 2 relating to Dogs and Cats to the **January meeting**. Mr. Elliott pointed out to the Commission you have already held your public hearing. ROLL CALL VOTE: Commissioner Boddy-yes; Commissioner Howell-yes; Vice-Mayor McPherson-yes; Commissioner Neighbors-yes; Mayor Wilkerson-yes

b. 2nd reading and Public Hearing of Ordinance 239 an Ordinance to Amend Title 16, Chapter 1, Section 16-106 relating to Streets and Sidewalks, etc. Mayor Wilkerson declared the Public Hearing Open.

Vice Mayor McPherson asked if the ditch is on the ROW it is the city's responsibility. Mr. Elliott said yes, even the culverts if it is on our ROW. If anyone dumps anything in our ROW it is a violation.

There were no other comments or questions.

Motion made by Vice Mayor McPherson, seconded by Mr. Neighbors to **approve and adopt Ordinance 239**, an Ordinance to Amend Title 16, Chapter 1, Section 16-106 relating to Streets and Sidewalks, etc.

ROLL CALL VOTE: Commissioner Boddy-yes; Commissioner Howell-yes; Vice-Mayor McPherson-yes; Commissioner Neighbors-yes; Mayor Wilkerson-yes. **Motion carries.**

New Business:

a. Introduction and 1st Reading of **Ordinance 240, amending Title 18, Chapter 4, Storm Water** with a 2nd Reading and Public Hearing to be held on January 19, 2016.

Vice Mayor McPherson stated that storm water requirements brought by the state and EPA have to be re-implemented every 5 years and we have to make sure the ordinance matches the process. We are part of the Hamilton County water quality program and they run this program. There is a management committee, which consists of members of each community. The new permitting process must be implemented by April 1. This is the first part of that process. This also mainly applies to developers, those that disturb more than 1 acre of land.

Ron Duncan asked where he could read this. Mrs. LaCroix said the website.

Motion made by Vice Mayor McPherson, seconded by Mrs. Boddy to approve and adopt Ordinance 240, amending Title 18, Chapter 4, Storm Water with a 2nd reading and Public Hearing to be held on January 19, 2016.

ROLL CALL VOTE: Commissioner Boddy-yes; Commissioner Howell-yes; Vice-Mayor McPherson-yes; Commissioner Neighbors-yes; Mayor Wilkerson-yes. **Motion carries.**

b. Approval of the **Interlocal Agreement between Hamilton County and the Cities of Collegedale, East Ridge, Lakesite, Lookout Mountain, Red Bank, Ridgeside, Soddy Daisy and Walden**, addressing the minimum requirements of the Phase II Stormwater Pollution Control Program as promulgated by the US EPA.

Mayor Wilkerson stated this agreement is the same as we currently have with the addition of the Town of Walden.

Motion made by Vice Mayor McPherson, seconded by Mr. Neighbors, and approved unanimously the Interlocal Agreement between Hamilton County and the Cities of Collegedale, East Ridge, Lakesite, Lookout Mountain, Red Bank, Ridgeside, Soddy Daisy and Walden addressing the minimum requirements of the Phase II Stormwater Pollution Control Program as promulgated by the US EPA.

c. Approval for increased cost share for the TDOT Transportation Alternatives Grant for the Pedestrian Enhancements along Hixson Pike – an additional \$100,000.

Mayor Wilkerson stated that our original grant was for \$500,000 with matching funds of \$100,000. We are receiving a little over \$700,000 with the federal funding portion at approximately \$560,000. There are additional costs associated with this. Surveying and any NEPA studies could cost up to \$60,000. Dr. Edwards stated there is money available and a budget revision would be needed to be done in the future.

Motion made by Mrs. Boddy, seconded by Vice Mayor McPherson and approved unanimously to approve the cost share up to \$200,000 total for the TDOT Transportation Alternatives Grant for the Pedestrian Enhancements along Hixson Pike.

d. Public **Hearing** on Lakesite's submittal of the TDOT Transportation Alternatives Grant for the Pedestrian Enhancements along Hixson Pike. Mayor Wilkerson declared the Public Hearing open.

Mayor Wilkerson stated this would go from approximately Arby's to Dallas Hollow. He asked Mr. Maxwell to elaborate. Mr. Maxwell said this will start at the city limits and go through business of Lakesite. The sidewalks will be enhanced and be ADA compliant. The entrances into the businesses will have to be redone due to the angles for ADA compliance as well. The visual aspects have to be done with this. There will be walking lights, benches and trash receptacles. The area will be beautified.

Mayor Wilkerson said the intersection of Daisy Dallas and Hixson is not ADA compliant and we would be responsible for that. We applied for this grant to allow us to give back to the businesses in the area, which is so important to us.

Joan Kirby asked who paid for the existing sidewalks. Mayor Wilkerson said the state did. Ms. Kirby commented so the sidewalks need to be ADA compliant. Vice Mayor McPherson said the better question is why didn't the state do it correctly in the first place?

There were no other questions or comments.

Motion made by Mrs. Boddy, seconded by Mr. Neighbors and approved unanimously to accept the grant as presented and that the Mayor sign the appropriate papers.

December Meeting

Mr. Howell stated that it has been the policy in Lakesite to not hold a December meeting due to the holidays. Motion made by Mr. Howell, seconded by Mr. Neighbors and approved unanimously to cancel the December meeting.

Adjournment from Meeting

As there was no other business the regular meeting adjourned at 7:48 p.m.

The next meeting will be held on January 19, 2016

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

Minutes Approved by the City
Commission on January 19, 2016

Mayor Kenneth Wilkerson

City Hall

Beer Licensing Board

November 17, 2015

A meeting of the Lakesite City Commission sitting as the **Beer Licensing Board** of the City of Lakesite was held on **November 17, 2015** at 7:23 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Mayor Wilkerson stated that the Officer that was scheduled to be in attendance is not able to attend therefore we have to reschedule this meeting to January 19, 2016 immediately following the Commission meeting.

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

Minutes Approved by the City
Commission on January 19, 2016

Mayor Kenneth Wilkerson



Hamilton County Sheriff's Department

CITY OF LAKESITE

CALLS FOR SERVICE - December 2015

TRAFFIC CITATIONS (2)

- 1876 North Prairie Circle

TRAFFIC WARNINGS (49)

- 8540 Hixson Pike
- 2402 Holly Hill Road

ARRESTS (14)

BURGLAR ALARMS (20)

WATCH LIST (9)

- 2019 Fairwind Lane
- 2150 Berry Lane
- 8305 Daisy Dallas Road
- 8810 Dallas Hollow Road
- 8311 Hixson Pike
- 8530 Hixson Pike
- 8311 Hixson Pike
- 1900 Port Royal Drive
- 8200 Daisy Dallas Road
- 8810 Dallas Hollow Road
- 8311 Hixson Pike

ROBBERY (0)

DISORDER (7)

ASSAULT (1)

PARK & WALK (1)

TRAFFIC CRASH (6)

- 8800 Dallas Hollow Road
- 9032 Hixson Pike
- 8800 Dallas Hollow Road
- 8427 Hixson Pike
- 8600 Hixson Pike
- 8900 Hixson Pike

- 2207 Glengerrie Drive
- 8902 Prairie Schooner Circle
- 8629 Camp Columbus Road
- 8629 Camp Columbus Road
- 8305 Daisy Dallas Road
- 8711 Hixson Pike
- 8629 Camp Columbus Drive
- 8611 Camp Columbus Drive
- 8521 Dallas Oaks Lane

BURGLARY/ATTEMPTED BURGLARY (0)

THEFT (9)

- 1857 South Prairie Circle
- 8610 Berkley Lane
- 1829 Bay Hill Lane
- 8311 Hixson Pike
- 8314 Hixson Pike
- 8810 Dallas Hollow Road

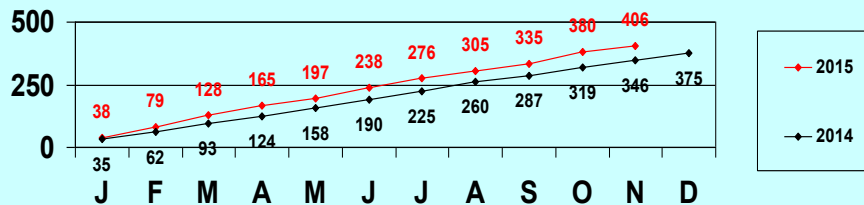
TOTAL CALLS FOR SERVICE: 221

November: 220
October: 226
September: 200
August: 207

DALLAS BAY VFD CALL SUMMARY - 2015



CALLS YEAR-TO-DATE - CITY OF LAKESITE



Av. Response Time (All Calls) - **4 Min 32 Sec** First Engine Response Time (6 Calls) - **4 Min 58 Sec**

< 5 Minute Response - **64%**

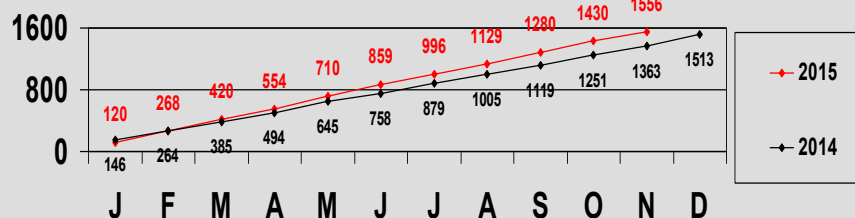
< 8 Minute Response (NFPA Standard) - **97%**

Property Saved YTD - **\$11,290,600** Property Lost YTD - **\$618,750** % of Property Saved (YTD) - **95%**

Man-Hours (Month) Responses Only - **640.1** Man-Hours (YTD) Responses Only - **6573.3 (273.8 Days)**

43 Members Made at Least One Call 2014 Man-Hours (Responses Only) - **7475.8 (311.5 Days)**

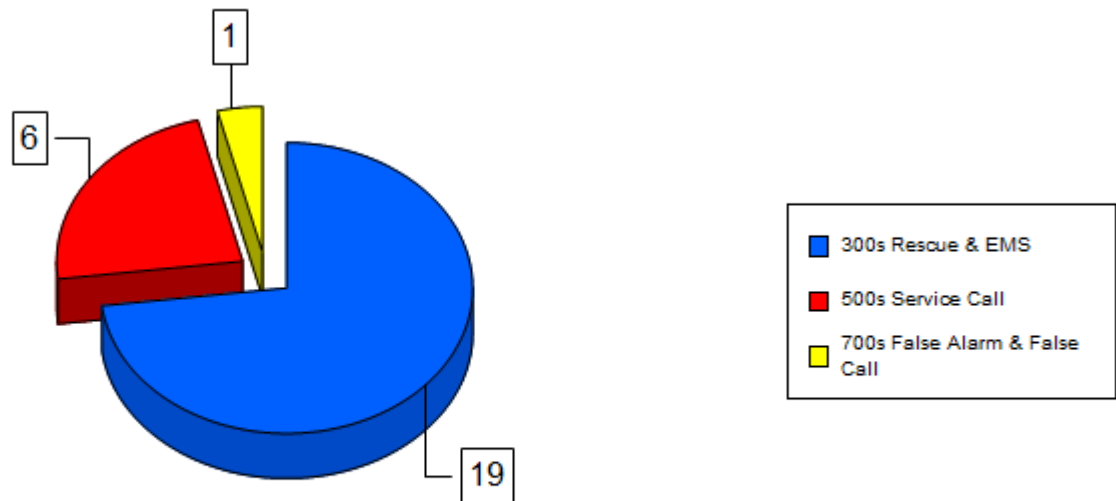
CALLS YEAR-TO-DATE - ENTIRE DISTRICT



| Dallas Bay Fire Rescue | | |
|---|--|--|
| <i>P.O. Box 577 ... Hixson TN 37343-0577</i> |  | <i>Office.: 423/842-9370 .. Fax: 423/842-9371 .. EMERGENCY 911</i> |
| <i>Email: dallasbayvfd@comcast.net .. Internet: www.dbyfd.com</i> | | |

Incident Reports By Incident Type, Summary

| Incident Type | | Total Incidents: |
|---------------------------------|--|------------------|
| 300 | Rescue, emergency medical call (EMS) call, other | 17 |
| 352 | Extrication of victim(s) from vehicle | 2 |
| 510 | Person in distress, other | 6 |
| 735 | Alarm system sounded due to malfunction | 1 |
| Total Number of Incidents: | | 26 |
| Total Number of Incident Types: | | 4 |



Graphed Items are sorted by Incident Type

Type Of Incident:

Total Of Incidents:

Percentage Value:

300 Series-Rescue & EMS

19

73.08%

500 Series-Service Call

6

23.08%

700 Series-False Alarm & False Call

1

3.85%

Grand Total: 26

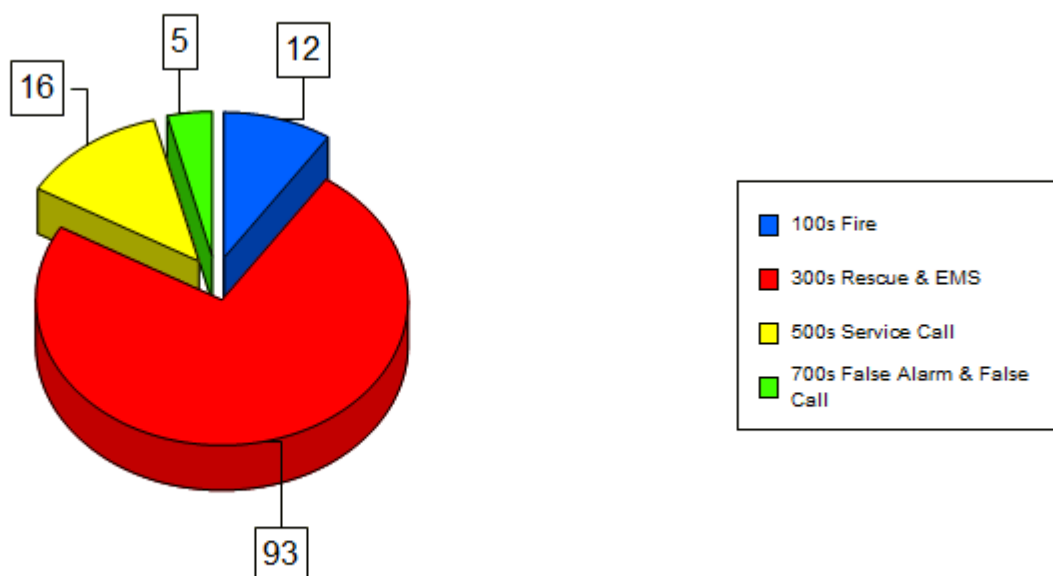
Type Of Incident Most Frequent: 300 Series-Rescue & EMS

| Dallas Bay Fire Rescue | | |
|---|--|--|
| <i>P.O. Box 577 ... Hixson TN 37343-0577</i> |  | <i>Office.: 423/842-9370 .. Fax: 423/842-9371 .. EMERGENCY 911</i> |
| <i>Email: dallasbayvfd@comcast.net .. Internet: www.dbyfd.com</i> | | |

Incident Reports By Incident Type, Summary

Page 1 of 1

| Incident Type | Total Incidents: |
|--|------------------|
| 111 Building fire | 8 |
| 138 Off-road vehicle or heavy equipment fire | 1 |
| 151 Outside rubbish, trash or waste fire | 3 |
| 300 Rescue, emergency medical call (EMS) call, other | 88 |
| 352 Extrication of victim(s) from vehicle | 2 |
| 356 High angle rescue | 2 |
| 363 Swift water rescue | 1 |
| 510 Person in distress, other | 14 |
| 520 Water problem, other | 1 |
| 553 Public service | 1 |
| 735 Alarm system sounded due to malfunction | 4 |
| 746 Carbon monoxide detector activation, no CO | 1 |
| Total Number of Incidents: | 126 |
| Total Number of Incident Types: | 12 |



Graphed Items are sorted by Incident Type

Type Of Incident:

100 Series-Fire
300 Series-Rescue & EMS
500 Series-Service Call
700 Series-False Alarm & False Call

Total Of Incidents:

12
93
16
5

Percentage Value:

9.52%
73.81%
12.70%
3.97%

Grand Total: 126

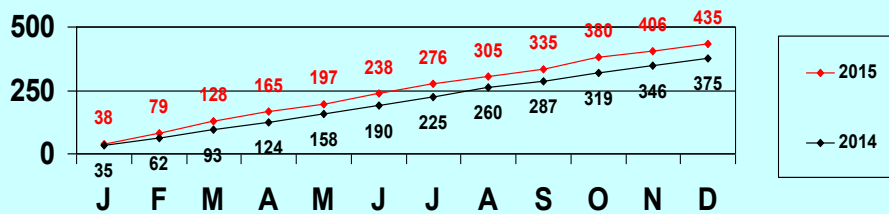
Type Of Incident Most Frequent: 300 Series-Rescue & EMS

Print Date: 12/1/2015

DALLAS BAY VFD CALL SUMMARY - 2015



CALLS YEAR-TO-DATE - CITY OF LAKESITE



Av. Response Time (All Calls) - **4 Min 32 Sec** First Engine Response Time (2 Calls) - **3 Min 20 Sec**

< 5 Minute Response - **60%**

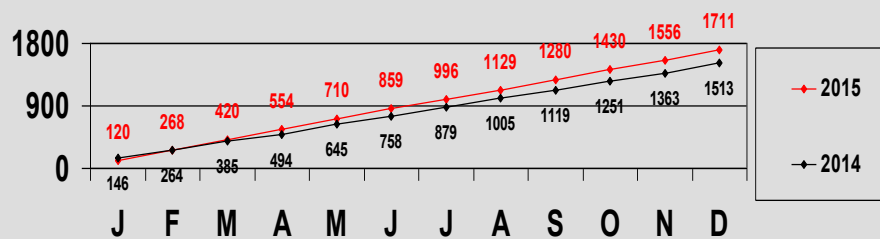
< 8 Minute Response (NFPA Standard) - **97%**

Property Saved YTD - **\$12,150,600** Property Lost YTD - **\$623,750** % of Property Saved (YTD) - **95%**

Man-Hours (Month) Responses Only - **514.2** Man-Hours (YTD) Responses Only - **7087.5 (295.3 Days)**

44 Members Made at Least One Call 2014 Man-Hours (Responses Only) - **7475.8 (311.5 Days)**

CALLS YEAR-TO-DATE - ENTIRE DISTRICT

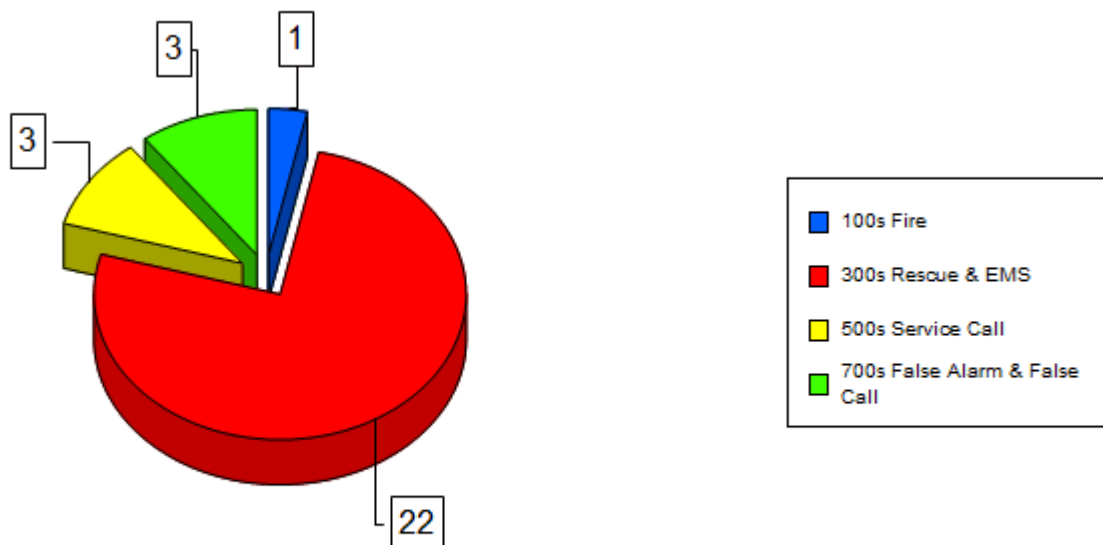


| Dallas Bay Fire Rescue | | |
|---|--|--|
| <i>P.O. Box 577 ... Hixson TN 37343-0577</i> |  | <i>Office.: 423/842-9370 .. Fax: 423/842-9371 .. EMERGENCY 911</i> |
| <i>Email: dallasbayvfd@comcast.net .. Internet: www.dbyfd.com</i> | | |

Incident Reports By Incident Type, Summary

Page 1 of 1

| Incident Type | Total Incidents: |
|--|------------------|
| 151 Outside rubbish, trash or waste fire | 1 |
| 300 Rescue, emergency medical call (EMS) call, other | 17 |
| 322 Vehicle accident with injuries | 5 |
| 510 Person in distress, other | 3 |
| 735 Alarm system sounded due to malfunction | 2 |
| 736 CO detector activation due to malfunction | 1 |
| Total Number of Incidents: | 29 |
| Total Number of Incident Types: | 6 |



Graphed Items are sorted by Incident Type

Type Of Incident:

100 Series-Fire
300 Series-Rescue & EMS
500 Series-Service Call
700 Series-False Alarm & False Call

Total Of Incidents:

1
22
3
3

Percentage Value:

3.45%
75.86%
10.34%
10.34%

Grand Total: 29

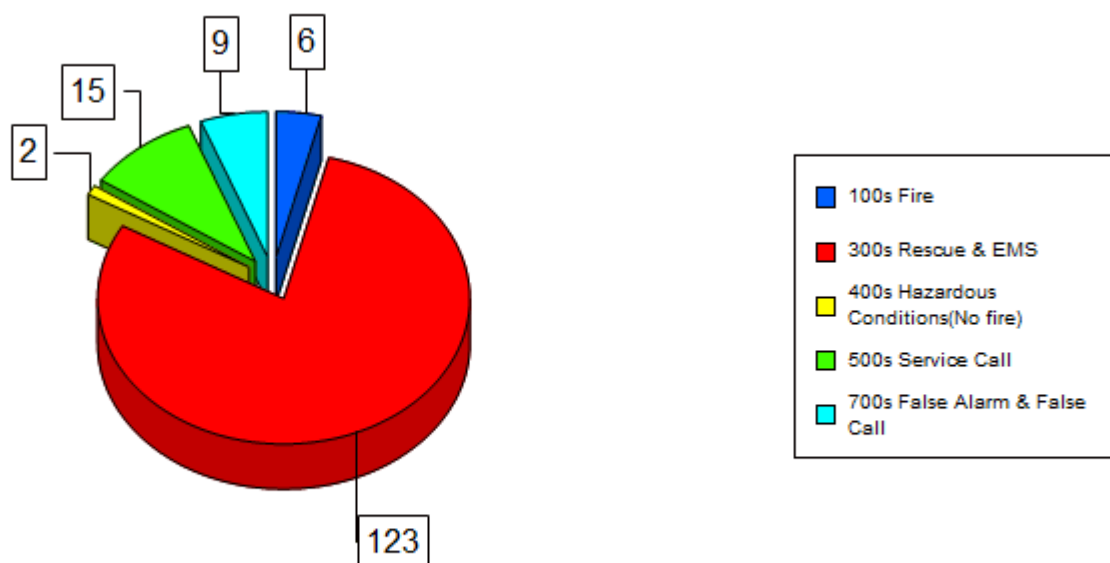
Type Of Incident Most Frequent: 300 Series-Rescue & EMS

| Dallas Bay Fire Rescue | | |
|---|--|--|
| <i>P.O. Box 577 ... Hixson TN 37343-0577</i> |  | <i>Office.: 423/842-9370 .. Fax: 423/842-9371 .. EMERGENCY 911</i> |
| <i>Email: dallasbayvfd@comcast.net .. Internet: www.dbyfd.com</i> | | |

Incident Reports By Incident Type, Summary

Page 1 of 1

| Incident Type | Total Incidents: |
|--|------------------|
| 111 Building fire | 2 |
| 131 Passenger vehicle fire | 1 |
| 151 Outside rubbish, trash or waste fire | 3 |
| 300 Rescue, emergency medical call (EMS) call, other | 98 |
| 322 Vehicle accident with injuries | 12 |
| 352 Extrication of victim(s) from vehicle | 3 |
| 363 Swift water rescue | 10 |
| 412 Gas leak (natural gas or LPG) | 1 |
| 422 Chemical spill or leak | 1 |
| 510 Person in distress, other | 14 |
| 531 Smoke or odor removal | 1 |
| 735 Alarm system sounded due to malfunction | 7 |
| 736 CO detector activation due to malfunction | 1 |
| 744 Detector activation, no fire - unintentional | 1 |
| Total Number of Incidents: | 155 |
| Total Number of Incident Types: | 14 |



Graphed Items are sorted by Incident Type

Type Of Incident:

100 Series-Fire
300 Series-Rescue & EMS
400 Series-Hazardous Conditions(No fire)
500 Series-Service Call
700 Series-False Alarm & False Call

Total Of Incidents:

6
123
2
15
9

Percentage Value:

3.87%
79.35%
1.29%
9.68%
5.81%

Grand Total: 155

Type Of Incident Most Frequent: 300 Series-Rescue & EMS

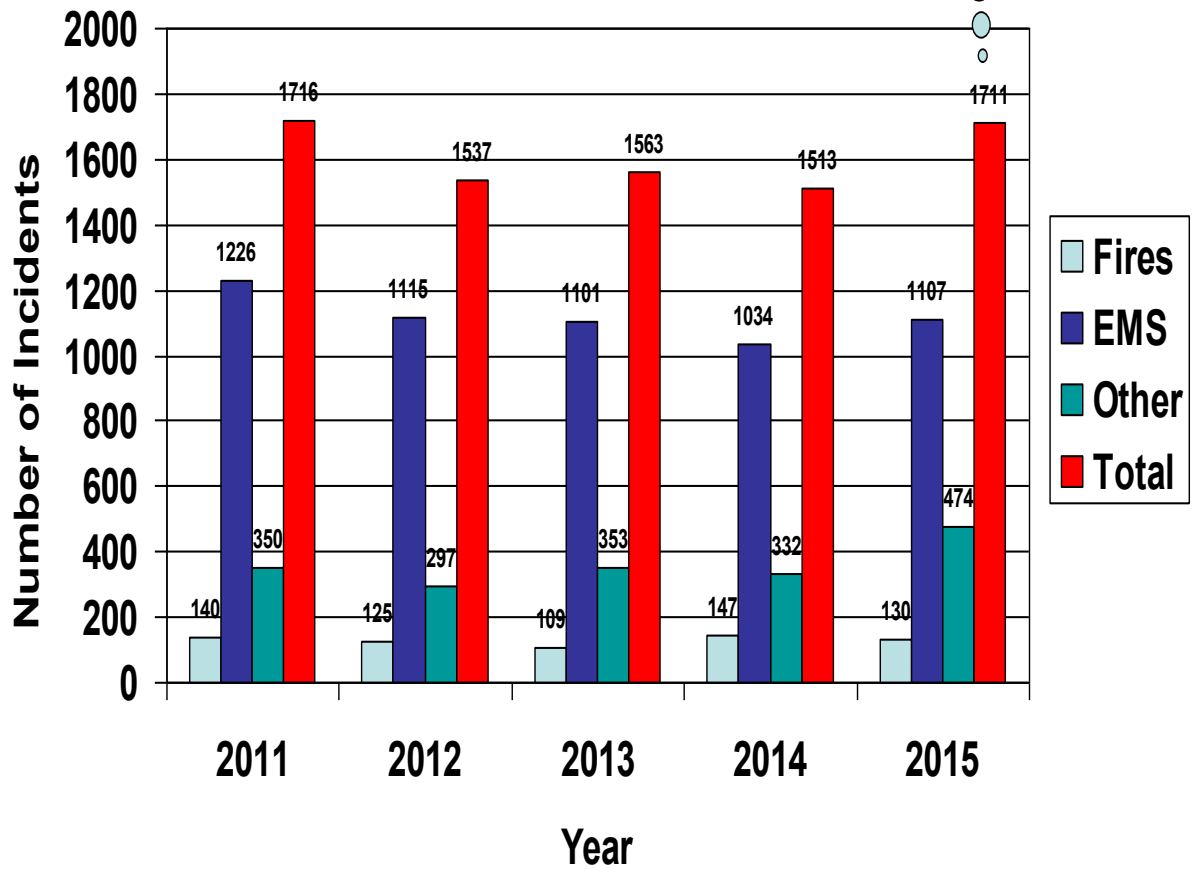
DALLAS BAY VOLUNTEER FIRE DEPARTMENT AND RESCUE INC. SUMMARY STATISTICS - 2015

| METRIC | CY 2015 | CY 2014 | CHANGE |
|---|-------------------|-------------------|---------------|
| TOTAL NUMBER OF CALLS ANSWERED | 1711 | 1513 | +13% |
| TOTAL NUMBER OF FIRE RESPONSES | 130 | 147 | -12% |
| TOTAL NUMBER OF EMS RESPONSES | 1107 | 1034 | +7% |
| TOTAL NUMBER OF OTHER RESPONSES | 474 | 332 | +43% |
| TOTAL REPOSES TO SEQUOYAH | 97 | 0 | NA |
| AVERAGE RESPONSE TIME ALL CALLS | 4 MIN 28 SEC | 4 MIN 09 SEC | +7% |
| % OF ALL CALLS < NFPA STANDARD (8 MIN) | 97% | 97% | +0% |
| DOLLAR VALUE OF PROPERTY SAVED (LAKESITE) | \$2,462,600 | \$5,725,900 | -57% |
| DOLLAR VALUE OF PROPERTY LOST (LAKESITE) | \$12,800 | \$16,100 | -21% |
| PERCENT OF PROPERTY SAVED (LAKESITE) | 99.5% | 99.7% | -0.2% |
| DOLLAR VALUE OF PROPERTY SAVED | \$12,150,600 | \$13,938,850 | -13% |
| DOLLAR VALUE OF PROPERTY LOST | \$623,750 | \$340,000 | +83% |
| PERCENT OF PROPERTY SAVED | 95% | 98% | -3% |
| RESPONSE MAN-HOURS | 7087.5 (295 DAYS) | 7476 (311.5 DAYS) | -10% |

Dallas Bay VFD and Rescue Inc.

5-Year Response History

2015 Total
1711 Calls



CITY OF LAKESITE
TITLE VI CIVIL RIGHTS ACT OF 1964 - POLICY AND COMPLAINT PROCEDURES
JANUARY 2016

1. Introduction

1.1 Purpose

The purpose of Title VI of the Civil Rights Act of 1964 is to prohibit discrimination on the basis of race, color or national origin in federally assisted programs. The intent of the law is to ensure that all persons, regardless of their race, color or national origin, are allowed to participate in these federally funded programs.

The City of Lakesite has established the following procedures to provide monitoring of Title VI compliance activities and complaint processing in all City programs that receive federal funding.

1.2 Policy

The City and its sub-recipients of federal funds will not:

1. Deny an individual service, or provide only inferior or discriminatory service, aid or benefits because of an individual's race, color or national origin;
2. Subject a person to segregation or treat a person differently in regards to eligibility for and participation in services because of race, color or national origin;
3. Restrict or discourage individuals in their enjoyment of facilities because of race, color or national origin;
4. Discriminate in any way against an individual in any program or activity that is conducted with federal funds.

The City will publicize its Title VI policy statement. The City will investigate Title VI complaints about City contractors. The City will refer any complaints that the City has violated Title VI on a Federal Highway Administration funded program to the Tennessee Department of Transportation (TDOT).

1.3 Coordinator

The City will appoint one or more Title VI Coordinators to implement its Title VI Policy and Procedures.

2. Complaint Procedures

2.1 Required Time to File Complaint

To allow time to file first with the City and then externally with an appropriate outside agency or court, as the complainant chooses, any complaint to the City should be filed promptly and must be filed not later than one hundred eighty (180) calendar days after the alleged discrimination occurred. If the complainant is not satisfied with the findings or the proposed remedial action, the complainant may still file externally within any applicable statute of limitations.

If a complaint is filed within the City and is filed externally during the same time, the external complaint supersedes the internal complaint filing. Accordingly the City's complaint procedures will be suspended pending outcome of the external complaint.

2.2 Step 1 - Informal meeting with department head

The complainant and/or the complainant's representative are encouraged to initiate the process by meeting with the City department head of the service or facility where the alleged discrimination took place. The complainant should provide the basis of the complaint (race, color, national origin) and the nature of the incident that led the complainant to feel that discrimination was a factor.

The department head shall immediately notify the Title VI Coordinator. The department head shall, within ten (10) workdays after receiving the complaint, reach a decision and communicate the decision to the complainant and the Title VI Coordinator.

Upon receipt of a complaint, the Title VI Coordinator will determine jurisdiction. Complaints against the City involving Federal Highway Administration funds will be forwarded to the appropriate State agency, the Tennessee Department of Transportation, for proper disposition pursuant to its procedures.

2.3 Step 2 - Formal complaint to Title VI Coordinator

If the complaint is not resolved at Step 1, or if the complaint is not first brought to the department head, a written complaint shall be filed with the City's Title VI Coordinator.

The complainant should complete a Complaint Form, which contains the following information:

1. Name, address and telephone number of the complainant;
2. The location and name of the City department delivering the service;
3. The nature of the incident that led to the complainant to feel that discrimination was a factor;
4. The basis of the complaint (race, color or national origin);
5. Names, addresses and phone numbers of people who may have knowledge of the event;
6. The date or dates on which the alleged discriminatory event or events occurred.

The Coordinator shall notify the department of the formal complaint and initiate an investigation immediately. The department head shall provide assistance during this internal investigation as requested by the Coordinator.

The internal investigation shall be completed within twenty (20) workdays of receipt of the complaint, at which time the Coordinator will inform the complainant in writing of its disposition, including any findings of fact and any actions to be taken.

2.4 Disposition of Complaints

Sustained Complaints - If the complaint is substantiated, this policy and procedure prohibiting discrimination will be reviewed with the offender. Appropriate disciplinary action and/or training will be taken pursuant to the City's disciplinary procedures.

Unsustained Complaints - If there is insufficient evidence to either prove or disprove the allegation(s), both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint - If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of "unfounded" shall be made.

Exonerated Complaints - If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of "exonerated" shall be made.

2.5 Review by appeal

If the complainant is not satisfied with the resolution, an appeal process is available. An appeal request for review of a determination of unlawful denial of access or accommodation to public transportation must be filed, in writing, within thirty (30) calendar days of the resolution of the complaint, with the Title VI Coordinator.

The written appeal must include the complainant's name, address, and telephone contact number. A statement of reason(s) why the complainant believes the denial of the complaint was inappropriate is recommended.

The Title VI Coordinator will set a mutually agreed-upon time and place for the review process with the complainant-appellant and/or representatives and the City Manager or designee within thirty (30) days of the request. The complainant-appellant may submit documents within thirty (30) days of the request. The complainant-appellant may submit documents and or other information to be included with the record and considered in the review process. A record of the review will be kept by the City.

A complainant's right to a prompt and equitable resolution of the complaint will not be impaired by the complainant's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.

2.6 Complaint Log

The Coordinator will maintain a Title VI complaint log to show identifying information type, and status of each complaint filed, including those filed under Step 1 of this procedure. When any investigation is concluded, the Coordinator will keep a copy of the report on permanent file.

3. **Limited English Proficiency Policy**

The City of Lakesite is committed to providing quality services to all citizens, including those who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English. These individuals may be considered Limited English Proficient, or "LEP," and may be entitled to language assistance.

As a recipient of Federal Transportation Funding, the City of Lakesite must take reasonable steps to ensure meaningful access to its programs and activities by LEP persons. The U.S. Department of Transportation recommends analyzing the following four factors to determine the level and extent of language-assistance measures required within the grantee's area of responsibility:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the grantee/recipient or agency, and costs.

The intent of this policy is to find a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on the City or department. Specific steps to be taken, in terms of translation or language interpretation, will depend on the situation at the time, from coordination with LEP individuals and the organizations that serve them and from analysis of the City of Lakesite's existing resources and the costs of providing language assistance.

Adopted by the Lakesite City Commission on _____

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

UNIVERSITY OF TENNESSEE-INSTITUTE FOR PUBLIC SERVICE
M-TAS: MUNICIPAL TECHNICAL ADVISORY SERVICE
120 Conference Center Building
Knoxville, TN 37996-4105
Telephone: 865-974-0411

MUNICIPAL CODE COVER SHEET
LEGISLATION INFORMATION AND HISTORY

CITY OF LAKESITE

Type of enactment (ordinance, resolution, bylaw, local law):

Ordinance No. 241

| | |
|--------------------|--|
| Title No. | Zoning Ordinance |
| Amends Chapter No. | Chapter V-Floodplain Regulations 503.02 Basis for Establishing the Areas of Special Flood Hazard |

Action

Date

Introduction and 1st Reading

January 19, 2016

Planning Review (if applicable)

Publication Date of Notice

Date of 2nd Reading

Public Hearing Date(s)

Adoption by Commission

Date copy sent to MTAS for codification

Office Use Only: This form is being retained as a record in the City Recorder's/City Clerk's files of the legislation information and history of enactment

ORDINANCE NO. 241

AN ORDINANCE OF THE CITY OF LAKESITE, TENNESSEE, FOR THE PURPOSE OF AMENDING THE LAKESITE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF LAKESITE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM, BY ADOPTING THE NEW FEMA FLOOD INSURANCE RATE MAP.

WHEREAS, The City of Lakesite, Tennessee, and its City Council wishes to maintain eligibility in the National Flood Insurance Program (“NFIP”) and in order to do so must meet the NFIP regulations found in Title 44 of the Code of Federal Regulations (CFR), Ch. 1, Section 60.3; and

WHEREAS, areas of the City of Lakesite, Tennessee are subject to periodic inundation which could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare; and

WHEREAS, flood losses are caused by the cumulative effect of obstructions in floodplains, causing increases in flood heights and velocities; by uses in flood hazard areas which are vulnerable to floods; or construction which is inadequately elevated, floodproofed, or otherwise unprotected from flood damages; and

WHEREAS, the Legislature of the State of Tennessee has, in Tenn. Code Ann. §§ 13-7-201 through 13-7-210, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, having already adopted a Municipal Zoning Ordinance, Chapter V. Floodplain Regulations, the City Council now wishes to amend the Lakesite Zoning Ordinance to adopt the new Flood Insurance Rate Map (“FIRM”) and Flood Insurance Study (“FIS”) dated February 3, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKESITE, TENNESSEE that Section 503.02 Basis for Establishing the Areas of Special Flood Hazard of the Lakesite Zoning Ordinance, Chapter V, Floodplain Regulations, shall be deleted and replaced with the following:

503.02 Basis for Establishing the Areas of Special Flood Hazard

The Areas of Special Flood Hazard identified on the City of Lakesite, Tennessee, as identified by FEMA, and in its Flood Insurance Study (FIS) dated February 3, 2016, and Flood Insurance Rate Map (FIRM), Community 470413, Panel Numbers 47065C0235G and 47065C0255G, dated February 3, 2016, along with all supporting technical data, are adopted by reference and declared to be a part of this Ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect 15 days after its passage, the public welfare of the City requiring it.

Passed on First Reading _____, 2016

Passed on Second Reading _____, 2016

Ken Wilkerson, Mayor

Approved as to Form:

City Attorney

ATTEST:

Jody P. LaCroix, City Court Clerk

| ROOFING BID - OPENED DECEMBER 3, 2015 | | | |
|---|---------------------------|------------|--------------------------------------|
| Proposal Cost Sheet | Romero Roofing | Hulco Inc. | Sensible Roofing |
| Cost for City Hall Roof per specs | \$23,205 | \$18,552 | \$18,350 city hall and garage |
| | | | no breakdown given |
| | | | appears to be all inclusive |
| Alt 1-addl cost to reinforce roof with 1/2" CDX plywood | \$22,299 - 30 yr warranty | \$4,060 | |
| | \$23,205 - 50 yr warranty | | |
| | | | |
| Alt 2- addl cost to cover the entire roof with ice and water shield | no bid | \$5,800 | |
| | | | |
| | | | |
| Alt 3-addl cost to replace the Maint. Garage roof in the same manner as City Hall | no bid | \$8,668 | |
| | | | |
| | | | |
| Estimated time of job | 4 days | 1 week | 2-3 days |

NETWORKS, Inc.

611 Chestnut Street Suite 320
Chattanooga, Tn 37450
423.756.9290 Fax 423.756.9288
E-Mail dmelton@nwinc.net

Quote Date : 01/12/2016
Customer : City of Lakesite
Contact :

Sales Quote :

| Product / Service | Quantity | Price | Total |
|--|----------|----------|------------|
| Intel Asterisk IP PBX Phone Server Intel Xeon CPU 3.4GHz, 16GB DDR3 Memory Intel Raid Card, Dual 120GB SSD, LG DVD/RW MS Mouse/Keyboard | 1 | 2,179.00 | \$2,179.00 |
| Yealink 48G IP Phone | 6 | 212.00 | \$1,272.00 |
| Yealink Wireless Phone with Base | 3 | 125.00 | \$375.00 |
| Yealink Exp Mod | 1 | 95.00 | \$95.00 |
| EndPoint Configurator | 1 | 95.00 | \$95.00 |
| Sangoma Vega 100 PRI | 1 | 1,145.00 | \$1,145.00 |
| Installation and Configuration | 1 | 2,760.00 | \$2,760.00 |
| Sub Total | | | \$7,921.00 |

Order Accepted By: _____ Title : _____

Date: _____

Terms of this sale are : 50% down payment & balance of hardware payment upon Delivery, a 10% restocking fee applies to all cancelled orders.

Sales Tax & Freight are not included in this quote, This Quote is only valid for 10 days.

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

I/ We agree and understand that acceptance constitutes a binding contract on both parties and that in the event that this matter should be turned over to an attorney for collection of any unpaid amount then I/We will be responsible for payment of any and all costs of collection including a reasonable attorney's fee.

Thank you
David Melton

Asterisk Features

Features

Asterisk-based telephony solutions offer a rich and flexible feature set. Asterisk offers both classical PBX functionality and advanced features, and inter operates with traditional standards-based telephony systems and Voice over IP systems. Asterisk offers the advanced features that are often associated with large, high end (and high cost) proprietary PBXs.

Call features

- ADSI On-Screen Menu System
- Alarm Receiver
- Append Message
- Authentication
- Automated Attendant
- Blacklists
- Blind Transfer
- Call Detail Records
- Call Forward on Busy
- Call Forward on No Answer
- Call Forward Variable
- Call Monitoring
- Call Parking
- Call Queuing
- Call Recording
- Call Retrieval
- Call Routing (DID & ANI)
- Call Snooping
- Call Transfer
- Call Waiting
- Caller ID
- Caller ID Blocking
- Caller ID on Call Waiting
- Calling Cards
- Conference Bridging
- Database Store / Retrieve
- Database Integration
- Dial by Name
- Direct Inward System Access
- Distinctive Ring
- Distributed Universal Number Discovery ([DUNDi™](#))
- Do Not Disturb
- E911

ENUM

Fax Transmit and Receive (3rd Party OSS Package)

Flexible Extension Logic

Interactive Directory Listing

Interactive Voice Response (IVR)

Local and Remote Call Agents

Macros

Music On Hold

Music On Transfer:

- Flexible Mp3-based System
- Random or Linear Play
- Volume Control

Call features

Predictive Dialer

Privacy

Open Settlement Protocol (OSP)

Overhead Paging

Protocol Conversion

Remote Call Pickup

Remote Office Support

Roaming Extensions

Route by Caller ID

SMS Messaging

Spell / Say

Streaming Media Access

Supervised Transfer

Talk Detection

Text-to-Speech (via Festival)

Three-way Calling

Time and Date

Transcoding

Trunking

VoIP Gateways

Voicemail:

- Visual Indicator for Message Waiting
- Stutter Dialtone for Message Waiting
- Voicemail to email
- Voicemail Groups
- Web Voicemail Interface

Zapateller

Computer-Telephony Integration

AGI (Asterisk Gateway Interface)

Graphical Call Manager

Outbound Call Spooling

Predictive Dialer
TCP/IP Management Interface

Scalability

TDMoE (Time Division Multiplex over Ethernet)
Allows direct connection of Asterisk PBX
Zero latency
Uses commodity Ethernet hardware
Voice-over IP
Allows for integration of physically separate installations
Uses commonly deployed data connections
Allows a unified dialplan across multiple offices

Codecs

ADPCM
G.711 (A-Law & μ -Law)
G.722
G.723.1 (pass through)
G.726
G.729 (through purchase of a [commercial license](#))
GSM
iLBC
Linear
LPC-10
Speex

Protocols

IAX™ (Inter-Asterisk Exchange)
H.323
SIP (Session Initiation Protocol)
MGCP (Media Gateway Control Protocol)
SCCP (Cisco® Skinny®)

Traditional Telephony Interoperability

E&M
E&M Wink
Feature Group D
FXS
FXO
GR-303
Loopstart
Groundstart
Kewlstart
MF and DTMF support

Robbed-bit Signaling (RBS) Types

MFC-R2 (Not supported. However, a [patch is available](#))

PRI Protocols

4ESS

BRI (ISDN4Linux)

DMS100

EuroISDN

Lucent 5E

National ISDN2

NFAS

NETWORKS, Inc.

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Chattanooga, Tn 37450
423.756.9290 Fax 423.756.9288
E-Mail dmelton@nwinc.net

Quote Date : 01/12/2016
Customer : City of Lakesite
Contact :

Sales Quote :

| Product / Service | Quantity | Price | Total |
|--|----------|----------|-------------|
| Intel Business Class Server Intel Quad Core CPU 3.4GHz, 32GB DDR3 Memory Four Seagate 300GB SAS HDD, Intel Maint Free Raid LG DVD/RW, MS Keyboard/Mouse | 1 | 2,985.00 | \$2,985.00 |
| LCD 21.5" Monitor | 1 | 145.00 | \$145.00 |
| Microsoft Server 2012 R2 | 1 | 735.00 | \$735.00 |
| Microsoft Server Access CAL's 5 pack | 2 | 195.00 | \$390.00 |
| APC Smart UPS 1000 | 1 | 435.00 | \$435.00 |
| NetMarshal Firewall | 1 | 995.00 | \$995.00 |
| Ubiquiti Wireless Access Point Unifi AP AC LR | 5 | 185.00 | \$925.00 |
| Cisco 28 Port GB POE Switch | 1 | 660.00 | \$660.00 |
| Estimated CAT 5 Cabling for Wireless (Doesn't not include pool area at this time) | 1 | 735.00 | \$735.00 |
| TrendMicro Worry Free business AntiVirus | 5 | 48.00 | \$240.00 |
| Installation and Configuration | 1 | 2,875.00 | \$2,875.00 |
| Sub Total | | | \$11,120.00 |

Order Accepted By: _____ Title : _____

Date: _____

Terms of this sale are : 50% down payment & balance of hardware payment upon Delivery, a 10% restocking fee applies to all cancelled orders.

Sales Tax & Freight are not included in this quote, This Quote is only valid for 10 days.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I/ We agree and understand that acceptance constitutes a binding contract on both parties and that in the event that this matter should be turned over to an attorney for collection of any unpaid amount then I/We will be responsible for payment of any and all costs of collection including a reasonable attorney's fee.

Thank you
David Melton

NETWORKS, Inc.

611 Chestnut Street Suite 320
Chattanooga, Tn 37450
423.756.9290 Fax 423.756.9288
E-Mail dmelton@nwinc.net

Quote Date : 01/15/2016
Customer : City of Lakesite
Contact : David Edwards

Sales Quote :

| Product / Service | Quantity | Price | Total |
|--------------------------------------|----------|--------|------------|
| Ubiquiti NanoStation Wireless Bridge | 2 | 125.00 | \$250.00 |
| Ubiquiti AC AP Outdoor | 1 | 545.00 | \$545.00 |
| Estimated CAT 5 Cabling | 1 | 850.00 | \$850.00 |
| Installation and configuration | 1 | 345.00 | \$345.00 |
| Sub Total | | | \$1,990.00 |

Order Accepted By: _____ Title : _____

Date: _____

Terms of this sale are : 50% down payment & balance of hardware payment upon Delivery, a 10% restocking fee applies to all cancelled orders.

Sales Tax & Freight are not included in this quote, This Quote is only valid for 10 days.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I/ We agree and understand that acceptance constitutes a binding contract on both parties and that in the event that this matter should be turned over to an attorney for collection of any unpaid amount then I/We will be responsible for payment of any and all costs of collection including a reasonable attorney's fee.

Thank you
David Melton

**CITY OF LAKESITE
PUBLIC NOTICE**

Pursuant to TCA 57-4-203 and the City of Lakesite Municipal Code of Ordinances 8-211, the Lakesite City Commission will sit as the Beer Licensing Board on January 19, 2016 immediately following the Lakesite City Commission Meeting in order to hold a public hearing in regard to the American Tobacco Outlet, 8513C Hixson Pike, to determine if the conditions of the license have been breached by the holder of the license of the conditions on which it was issued.

Jodi P. LaCroix, CMC
City Recorder

Advertised in the Chattanooga Times Free Press January 8, 2016
Posted at City Hall November 25, 2015

Mailed regular mail to American Tobacco Outlet as confirmation
Mailed regular mail to Ronnie Vaughn as confirmation

8-209. Interference with public health, safety, and morals prohibited. No permit authorizing the sale of beer will be issued when such business would cause congestion of traffic or would interfere with schools, churches, or other places of public gathering, or would otherwise interfere with the public health, safety, and morals. In no event will a permit be issued authorizing the storage, sale, or manufacture of beer at places located within the following distances of any school, church, or other such place of public gathering, measured between buildings:

Places for off-premises consumption--200 feet

Places for on-premises consumption--500 feet

(Ord. #IV, Mar. 1975, as amended by Ord. #115, Nov. 1999)

8-210. Issuance of permits to persons convicted of certain crimes prohibited. No beer permit shall be issued to any person who has been convicted for the possession, sale, manufacture, or transportation of intoxicating liquor, or any crime involving moral turpitude within the past ten (10) years. (Ord. #IV, Mar. 1975)

8-211. Prohibited conduct or activities by beer permit holders. It shall be unlawful for any beer permit holder to:

(1) Employ any person convicted for the possession, sale, manufacture, or transportation of intoxicating liquor, or any crime involving moral turpitude within the past ten (10) years.

(2) Employ any minor under eighteen (18) years of age in the sale, storage, distribution, or manufacture of beer.

(3) (a) Make or allow any sale of beer for on-premises consumption between the hours of 3:00 A.M. and 6:00 A.M. during any night of the week or between the hours of 3:00 A.M. and 12:00 Noon on Sunday.

(b) Make or allow any sale of beer for off-premises consumption between the hours of 3:00 A.M. and 6:00 A.M. during any night of the week or between the hours of 3:00 A.M. and 10:00 A.M. on Sunday.

(4) Allow any loud, unusual, or obnoxious noises to emanate from his premises.

(5) Make or allow any sale of beer to a minor under twenty-one (21) years of age.

(6) Allow any minor under eighteen (18) years of age to loiter in or about his place of business.

(7) Make or allow any sale of beer to any intoxicated person or to any feeble-minded, insane, or otherwise mentally incapacitated person.

(8) Allow drunk or disreputable persons to loiter about his premises.

(9) Serve, sell, or allow the consumption on his premises of any alcoholic beverage with an alcoholic content of more than five percent (5%) by weight.

(10) Allow gambling on his premises.

(11) Fail to provide and maintain separate sanitary toilet facilities for men and women, if beer is consumed on the premises. (Ord. #IV, Mar. 1975, as amended by Ord. #46, July 1986, and Ord. #138, April 2003)

8-212. Revocation of beer permits. The beer board shall have the power to revoke any beer permit issued under the provisions of this chapter when the holder thereof is guilty of making a false statement or misrepresentation in his application or of violating any of the provisions of this chapter. However, no beer permit shall be revoked until a public hearing is held by the board after reasonable notice to all the known parties in interest. Revocation proceedings may be initiated by the police chief or by any member of the beer board. (Ord. #IV, Mar. 1975)

8-213. Privilege tax. There is hereby imposed on the business of selling, distributing, storing or manufacturing beer an annual privilege tax of one hundred dollars (\$100). Any person, firm, corporation, joint stock company, syndicate or association engaged in the sale, distribution, storage or manufacture of beer shall remit the tax on January 1, 1994, and each successive January 1, to the City of Lakesite, Tennessee. At the time a new permit is issued to any business subject to this tax, the permit holder shall be required to pay the privilege tax on a prorated basis for each month or portion thereof remaining until the next tax payment date.

8-214. Civil penalty in lieu of suspension. The beer board may, at the time it imposes a revocation or suspension, offer a permit holder the alternative of paying a civil penalty not to exceed \$1,500 for each offense of making or permitting to be made any sales to minors or, a civil penalty not to exceed \$1,000 for any other offense. If a civil penalty is offered as an alternative to revocation or suspension, the holder shall have seven (7) days within which to pay the civil penalty before the revocation or suspension shall be imposed. If the civil penalty is paid within that time, the revocation or suspension shall be deemed withdrawn.

CITY OF LAKESITE

9201 Rocky Point Road
Lakesite, TN 37379
Telephone 423-842-2533
Fax 423-842-8110
www.lakesitetn.gov



Ken Wilkerson, Mayor
John McPherson, Vice Mayor
Valerie Boddy, Commissioner
David Howell, Commissioner
William Neighbors, Commissioner

CONFIRMATION LETTER

January 1, 2016

American Tobacco Outlet
Ronnie Vaughn
8513C Hixson Pike
Hixson, TN 37343

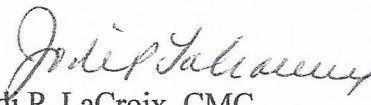
Ronnie Vaughn
7920 Hixson Pike
Hixson, TN 37343

Pursuant to Lakesite City Ordinance 8-212, you are hereby notified that a Show Cause Hearing will be held on **January 19, 2016 immediately following the City Commission meeting at 7:00 p.m.** at Lakesite City Hall, 9201 Rocky Point Road, Lakesite, concerning your beer permit for the American Tobacco Outlet to consider the complaint filed by the Hamilton County Sheriff's Department for selling beer to a minor under twenty-one years of age.

You will be permitted to be heard and to present witness on your own behalf.

The City Commission, sitting as the Beer Licensing Board may take action against the license issued to the American Tobacco Outlet, which may include revocation, suspension or further restrictions being imposed.

Sincerely,


Jodi P. LaCroix, CMC
City Recorder

cc: The Honorable City Commission
Matt Lea, H.C. Sheriff's Department
City Manager
City Attorney

A meeting of the Lakesite City Commission sitting as the **Beer Licensing Board** of the City of Lakesite was held on **August 18, 2015** at 7:23 p.m. at the Lakesite City Hall, 9201 Rocky Point Road, Lakesite.

Meeting was CALLED TO ORDER by Chairman Kenneth Wilkerson at 7:23 p.m. Members present were Chairman Kenneth Wilkerson, Vice Chairman John McPherson, Board Members Valerie Boddy, David Howell and William Neighbors. Also present were City Manager David Edwards, City Attorney Sam Elliott, City Recorder Jodi LaCroix

Members of the public present: Rodney Dillard and Shelly Kendricks from Food City, Joan Kirby and Vern Thomas

Approval of Minutes

Motion made by Mr. Howell, seconded by Vice Chair McPherson and approved unanimously the Minutes of July 21, 2015.

Business

Application for a Beer Permit received from K-VA-T Stores, Inc. d/b/a Food City #713, for premises located at 8540 Hixson Pike, Lakesite. This premise is known locally as Bi-Lo. This permit would begin September 2, 2015. **All paperwork is in order and has been advertised in accordance with State law.**

Vice Chair McPherson questioned the portion of the application that asked for 5 character references. How can a company have companies as a reference?

Mr. Elliott stated the Ordinance does not require it. It is simply on the form and something we like to have and very typical. The law does not require this.

Shelly Kendricks stated that Bi Lo will close on August 31st, inventory will be taken and the store will re-open on September 3rd as Food City.

There were no other questions.

Decision:

Motion made by Mr. Howell, seconded by Mr. Neighbors and approved unanimously to approve the application for a Beer Permit from K-VA-T Stores, Inc. d/b/a Food City #713, for premises located at 8540 Hixson Pike, Lakesite, beginning September 2, 2015.

Mr. Dillard stated that all Bi Lo employees have been rehired by Food City.

Adjournment

As there was no other business, ADJOURNMENT of the Beer Licensing Board took place at 7:31 p.m.

ATTEST: _____
Jodi P. LaCroix, CMC
City Recorder

Minutes Approved by the
Beer Licensing Board

Chairman

NARRATIVE TITLE

1 INCIDENT NARRATIVE

8513C Hixson Pike 15-030778

On 09-17-2015 at 1855 hours, an alcohol compliance check was done at 8513C Hixson Pike, at the American Tobacco Outlet. The store clerk Charles Todd, sold a 24oz Straw-Ber-Rita alcohol beverage to a male under the age of 21. Mr. Todd did ask for an ID, and still sold the alcohol to the party. A citation was issued to Mr. Todd for alcohol sales to a person under 21 (TCA 57-4-203), the court date is set for November 11, 2015 at 0830.

No further incident.

Approved, cleared by arrest.

NARRATIVE

REPORTING OFFICER

1473HS Ray Marty
E

REVIEWING OFFICER

2462HS Maupin Paul
V

REVIEW DATE

09/25/2015